

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY**

**JUDICIAL PREFERENCES**

*Rev. 7/22/20*

<b>District Judges</b>	<b>Preferences</b>
Bumb, Hon. Renée Marie	<p><b>One Courtesy Copy:</b> Motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p><b>Jury Charges:</b> On disk in Word format.</p> <p><b>Individual Judicial Preferences:</b> Refer to the Hon. Renée Marie Bumb’s individual page under the Judicial Preferences tab on the District Court internet for the link to her <u>Individual Judicial Preferences &amp; Procedures</u> document.</p>
Arleo, Hon. Madeline Cox	<p><b>Courtesy Copy:</b> Courtesy copies are no longer required, unless a motion is: (1) filed under seal; or (2) supported by exhibits exceeding 50 pages. Only in those instances shall the parties file one unredacted paper copy of any proposed orders, motion papers, briefs, and accompanying exhibits by regular mail to chambers, clearly marked “Courtesy Copy.” Paper submissions should be single-sided and should not be bound by plastic or velo-binding. Courtesy copies of letter correspondence are not permitted; all letter correspondence must be electronically filed via CM/ECF.</p> <p><b>All correspondence and proposed orders must be submitted via ECF.</b></p> <p><b>Jury Charges:</b> Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial.</p> <p><b>Faxes:</b> Parties must contact Chambers for approval before faxing any documents. There is a <b>three (3) page limit</b> for all faxes unless otherwise approved by Chambers.</p>
Cecchi, Hon. Claire C.	<p><b>All Submissions</b>, including correspondence and proposed orders, must be electronically filed via CM/ECF.</p> <p><b>All Requests</b> should be accompanied by a proposed order.</p> <p><b>All Briefs and Proposed Orders</b> must be filed in searchable PDF format. All other documents, such as exhibits, may be filed in non-searchable PDF format.</p> <p><b>One Courtesy Copy:</b> One courtesy copy of motion papers, as required in the Court’s Policy and Procedures and marked “Courtesy Copy,” shall be mailed to Chambers.</p> <p><b>Jury Charges:</b> Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial.</p> <p><b>Faxes:</b> Parties must contact Chambers for approval before faxing any documents. <b>There is a three (3) page limit for all faxes</b> unless otherwise approved by Chambers.</p>
Chesler, Hon. Stanley R.	<p><b>Courtesy Copies:</b> Motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”.</p>
Cooper, Hon. Mary Little	<p><b>One Courtesy Copy:</b> Motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”. Exhibits to documents must be tabbed. Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers): Sent by regular mail to chambers.</p>
Hayden, Hon. Katharine S.	<p><b>Two Courtesy Copies:</b> All motion papers, briefs and letter memoranda by regular mail directly to chambers.</p> <p><b>Proposed Orders:</b> By email to <a href="mailto:njdnef_hayden@njd.uscourts.gov">njdnef_hayden@njd.uscourts.gov</a> in Word Perfect or Word format.</p>
Hillman, Hon. Noel L.	<p><b>One Courtesy Copy:</b> Motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p><b>All Pretrial Submissions</b> such as voir dire, jury instructions and verdict sheet on disk in Word format.</p> <p><b>Correspondence:</b> Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.</p>
Martinotti, Hon. Brian R.	<p><b>All Submissions:</b> All submissions, including pleadings and correspondence, must be electronically filed via CM/ECF. Filings and submissions will not be accepted via fax or e-mail except as provided herein.</p> <p><b>Pro se Filings:</b> All filings by pro se litigants shall be mailed to or fled directly with the Clerk's Office. Documents mailed to the courthouse must be addressed to the Clerk's Office, NOT Judge Martinotti.</p> <p><b>CM/ECF Filings:</b> Pleadings, motions, and letters must be filed in searchable PDF format. Supporting documents, such as exhibits, may be filed in non-searchable PDF format.</p>

**Proposed Orders:** If any relief is being sought, the CM/ECF filing must be accompanied by a proposed order in searchable PDF format with permission from the Court.

**Confidential Information:** Any letter to be filed under seal or containing confidential or sensitive information may be e-mailed to chambers at [njdnef\\_martinotti@njd.uscourts.gov](mailto:njdnef_martinotti@njd.uscourts.gov) as a PDF attachment.

**Courtesy Copies:** Courtesy copies are no longer required, unless a motion is: (1) filed under seal; or (2) supported by exhibits exceeding 50 pages. Only in those instances shall the parties file one unredacted paper copy of any proposed orders, motion papers, briefs, and accompanying exhibits by regular mail to chambers, clearly be marked "Courtesy Copy." Paper submissions should be single-sided and should not be bound by plastic or velo-binding. Courtesy copies of letter correspondence are not permitted; all letter correspondence must be electronically filed via CM/ECF.

**Communications with Chambers:** Calls to chambers are permitted only in urgent situations that require immediate attention. All other communication with chambers shall be electronically filed via CM/ECF. Parties appearing pro se must file all documents, applications, and motions directly with the Clerk's Office. E-mails to chambers at [njdnef\\_martinotti@njd.uscourts.gov](mailto:njdnef_martinotti@njd.uscourts.gov) will be accepted in lieu of phone calls. E-mails may not contain substantive content regarding a case. Any substantive content received via e-mail without consent of chambers will be ignored.

**Extensions of Time and Adjournments:** If consented, may be done by consent order via CM/ECF. If not consented, follow the regular motion procedure. To adjourn a previously scheduled appearance, obtain consent from your adversary and provide chambers with new dates with CM/ECF, or contact Dana Sledge-Courtney as set forth below.

**Appearances:** Notice of any scheduled appearance, including but not limited to status conferences, settlement conferences, and oral arguments, will be posted on the docket. Where counsel is scheduled to appear in-person, all clients or representatives with settlement authority must be available by phone unless otherwise directed by chambers.

**Scheduling:** Please contact Dana Sledge-Courtney at the following email address: [dana\\_sledge-courtney@njd.uscourts.gov](mailto:dana_sledge-courtney@njd.uscourts.gov), which is the preferred method. Also, a detailed voice message may be left on her contact number, which is listed above.

**Press Protocol:**

1. Compliance with the Judge, U.S. Marshals Service, Court Security Officers, and Court Staff is required at all times. They are charged with enforcing the Court Rules and ensuring Court Security, and any instruction from them supersedes the following rules.
2. Photography, use of audio or video recording devices, and use of broadcasting or televising devices are prohibited in the courtroom and areas immediately adjacent thereto.
3. Electronic devices having a primary function of wireless communication, including but not limited to cell phones, laptops, and tablets, are permitted in the courtroom but must be rendered inoperable. They need not be turned off, but they must be silenced and may not be used to transmit or broadcast audio or visual feeds, updates, or messages in any form. They may be used for the purpose of note-taking only.
4. Members of the press shall have their credentials visible at all times and, if necessary upon request, shall present them to Court staff for documentation.
5. Any persons in violation of these rules will have their devices confiscated and risk being removed from the courtroom or courthouse at the discretion of the Judge, U.S. Marshals Service of Court Security Officers.
6. If you would like more information, the rules governing media coverage and possession and use of electronic equipment can be found under Local Civil Rules 401.1 and 501.1, available on the Court's website. Any other specific requests or inquiries can be emailed directly to chambers at [njdnef\\_martinotti@njd.uscourts.gov](mailto:njdnef_martinotti@njd.uscourts.gov)

Kugler, Hon. Robert B.	<b>Courtesy Copies:</b> Motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy".
Martini, Hon. William J.	<b>All Submissions:</b> Including correspondence, must be electronically filed via CM/ECF. <b>All Requests:</b> Should be accompanied by a proposed order. <b>All Briefs and Proposed Orders:</b> Must be filed in searchable PDF format. All other documents, such as exhibits, may be filed in non-searchable PDF format. <b>One Courtesy Copy:</b> Proposed orders, motion papers, briefs, and accompanying exhibits must be sent by regular mail to chambers. Courtesy copies should be marked "Courtesy Copy." Please do not send courtesy copies of letter correspondence. <b>No Submissions will be accepted via fax or email without the express consent of chambers.</b>
McNulty, Hon. Kevin	All submissions, including correspondence, must be electronically filed via CM/ECF. Do not send courtesy copies of motion papers unless requested to do so.  <b>Proposed Jury Charges:</b> An additional copy, in Microsoft Word or WordPerfect format, should be emailed to <a href="mailto:njdnef_mcnulty@nj.uscourts.gov">njdnef_mcnulty@nj.uscourts.gov</a> . Email subject line and file name in this format: 12- 3456 Smith v Jones Proposed Jury charge.
Rodriguez, Hon. Joseph H.	<b>One Courtesy Copy:</b> Of all papers sent by regular mail to chambers.  <b>Jury Charges:</b> On disk in Word format. Chambers does not accept faxes or e-mail.
Salas, Hon. Esther	<b>No courtesy copies</b> of motion papers should be sent to Chambers unless otherwise notified.  Unless otherwise notified by the Court via ECF, Judge Salas decides all motions on the papers and no appearances are required on the motion day.
Sheridan, Hon. Peter G.	<b>Courtesy Copies:</b> Courtesy Copies of all motion papers in excess of 50 pages in total mailed to chambers marked "Courtesy Copy". <b>Jury Charges:</b> On disk in Word Perfect format one week before trial.
Shipp, Hon. Michael A.	<b>One Courtesy Copy:</b> Of motion papers, briefs, letters and proposed orders marked "Courtesy Copy" sent by regular mail to chambers. <b>Consent Orders, Stipulations, Proposed Orders</b> (other than proposed orders accompanying motion papers): Should be electronically filed as an attachment to a cover letter. <b>Pleadings/Correspondence:</b> All pleadings and correspondence to the Court (with the exception of confidential settlement position letters) must be electronically filed.
Simandle, Hon. Jerome B.	<b>Courtesy Copies:</b> Of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy".
Thompson, Hon. Anne E.	<b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax to Chambers at (609) 989-2007. <b>Faxes should be no more than 10 pages.</b>
Walls, Hon. William H.	<b>Courtesy Copies:</b> Of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy".
Wigenton, Hon. Susan D.	<b>Courtesy Copy:</b> One courtesy copy of motion papers, as required in the Court's Policy and Procedures and marked "Courtesy Copy," shall be mailed to Chambers the same day the papers are filed on ECF. All correspondence and proposed orders must be submitted via ECF. <b>Jury Charges:</b> Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial. <b>Faxes:</b> Parties must contact Chambers for approval before faxing any documents. There is a <b>three (3) page limit</b> for all faxes unless otherwise approved by Chambers.

Wolfson, Hon. Freda L.	<p><b>Courtesy Copies:</b> Of motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”.</p> <p><b>Proposed Orders and Jury Charges:</b> Should be sent as an email attachment to <a href="mailto:njdnef_wolfson@nj.uscourts.gov">njdnef_wolfson@nj.uscourts.gov</a> in Word Perfect format. The subject line of the email should state “Proposed Order” or “Jury Charge” and include the docket number.</p> <p><b>Extension of Time:</b> If consented may be faxed to chambers (fax#609-989-0496) or emailed to <a href="mailto:njdnef_wolfson@nj.uscourts.gov">njdnef_wolfson@nj.uscourts.gov</a></p>
<b>Magistrate Judges</b>	<b>Preferences</b>
Arpert, Hon. Douglas E.	<p><b>Proposed Orders</b> should be sent by email to <a href="mailto:dea_orders@nj.uscourts.gov">dea_orders@nj.uscourts.gov</a>, preferably in Word format. Proposed Orders filed with formal motions need not be sent.</p> <p><b>Standing Orders for Settlement Conferences:</b> Unless specifically instructed otherwise by the Court, clients with full settlement authority are required to appear in person at the conference. Counsel alone, even if he or she possesses full settlement authority, is insufficient. The client must also appear in person unless the Court has specifically instructed otherwise.</p> <p>If a settlement memorandum is to be submitted, it must be emailed to chambers (<a href="mailto:dea_orders@nj.uscourts.gov">dea_orders@nj.uscourts.gov</a>) at least 3 business days before the scheduled settlement conference and should not exceed 4 pages in length.</p> <p><b>Courtesy Copies:</b> By request of the Court only.</p> <p><b>Consent Orders</b> may be emailed or faxed directly to chambers.</p> <p><b>Pro Hac Vice</b> admission, if consented, may be done by consent order accompanied by supporting documents consistent with the requirements of Local Civil Rule 101.1(c). If not consented, follow regular motion procedure.</p> <p><b>Extensions of Time:</b> Requests for extension of time must be in writing and must indicate whether all parties consent to the extension.</p> <p><b>Adjournment Requests</b> shall only be considered if made at least 2 business days prior to a scheduled conference. The party seeking an adjournment should attempt to gain the consent of his or her adversary before submitting said request. The adjournment request should be made in writing and emailed to chambers (<a href="mailto:dea_orders@nj.uscourts.gov">dea_orders@nj.uscourts.gov</a>). The email should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent and the length of adjournment being sought. Absent exigent circumstances, adjournment requests made the day of or before a conference shall not be granted.</p> <p><b>Telephone Conferences:</b> Judge Arpert does not accept dial-in numbers for conference calls.</p> <p><b>Communications with the Court:</b> Judge Arpert permits counsel to email any correspondence that would normally be mailed to chambers to: <a href="mailto:dea_orders@nj.uscourts.gov">dea_orders@nj.uscourts.gov</a>. Alternatively, correspondence (not exceeding 20 pages including attachments) may be faxed to chambers at (609) 989-0451. Correspondence should only be submitted to chambers via <u>one method</u>: e.g., correspondence emailed to chambers should not also be mailed or faxed, and correspondence faxed to chambers should not also be mailed or emailed.</p>
Bongiovanni, Hon. Tonianne J.	<p><b>Proposed Orders:</b> Sent by e-mail to <a href="mailto:tjb_orders@nj.uscourts.gov">tjb_orders@nj.uscourts.gov</a> in Word format. Orders on formally filed motions need not be sent.</p> <p><b>Standing Orders for Settlement Conferences:</b> Unless specifically instructed otherwise by the Court, clients with full settlement authority are required to appear in person at the conference. Counsel alone, even if he possesses full settlement authority, is insufficient. The client must also appear in person unless the Court has specifically instructed otherwise.</p> <p>If submission of a settlement memorandum is required or, even if not required, a settlement memorandum will be submitted, it must be emailed to chambers (<a href="mailto:tjb_orders@nj.uscourts.gov">tjb_orders@nj.uscourts.gov</a>) at least 3 business days before the scheduled settlement conference and should not exceed 5 pages in length.</p> <p><b>Courtesy Copy:</b> By request of the court.</p> <p><b>Consent Orders:</b> Emailed or faxed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be done by consent order e-mailed or faxed to chambers. If not consented, follow regular motion procedure.</p> <p><b>Extensions of Time:</b> If consented may be done by consent order. If not consented, follow regular motion procedure.</p> <p><b>Adjournment Requests</b> shall only be considered if made at least 2 business days prior to a scheduled conference. The party seeking an adjournment should attempt to gain the consent of his adversary before submitting said request. The adjournment request should be made in writing and emailed to chambers</p>

	<p>(<a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a>). The email should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent and the length of adjournment being sought. Absent exigent circumstances, adjournment requests made the day of or before a conference shall not be granted.</p> <p><b>Telephone Conferences:</b> Judge Bongiovanni does not accept dial-in numbers prior to conference calls. If a dial- in number is necessary, then once all of the attorneys have dialed into a scheduled call, the party initiating the call shall contact chambers and provide the dial-in number at that time. In addition, to the extent a party intends to submit a status letter or discovery dispute in advance of a scheduled telephone conference, the letter must be submitted at least 3 business days prior to the conference. The letter may be emailed to chambers (<a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a>). Letters submitted after that date likely will not be reviewed or considered prior to or during the conference.</p> <p><b>Communications with the Court:</b> Judge Bongiovanni permits counsel to email any correspondence that would normally be mailed to chambers to: <a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a>. Short submissions (not more than 20 pages including attachments) may be faxed to chambers at (609) 989-0435. Correspondence should only be submitted to chambers via one method: correspondence mailed to chambers should not also be faxed or emailed; similarly, correspondence emailed to chambers should not also be mailed or faxed; and correspondence faxed to chambers should not also be mailed or emailed. Judge Bongiovanni permits communications with her law clerks only as to questions regarding chambers’ procedures and not as to any substantive matters.</p>
Clark, III, Hon. James B.	<p><b>Judge Assignment:</b> Magistrate Judge Clark is teamed with Judges Cecchi and Arleo. Procedure to <b>Admit Counsel Pro Hac Vice:</b> When no party objects, Magistrate Judge Clark requires only a form of order with supporting documents consistent with the requirements of L. Civ. R. 101.1(c), including a certification of admission and good standing and a certification of local counsel stating that it shall comply with L. Civ. R. 101.1(c). Application may be made informally by letter, however, all submissions shall be electronically filed.</p> <p><b>Motion Practice:</b> Discovery Disputes: No discovery motion shall be filed without leave of the Court. Magistrate Judge Clark requires the parties first meet their obligations under L. Civ. R. 37.1 to meet and confer to attempt to resolve discovery disputes without the court’s intervention. Should counsel fail in this effort, the party raising the dispute should submit a brief letter (no more than 5 pages) advising the Court of the dispute and what actions have been taken to resolve the issues. The non-moving party should submit a response within two days (not to exceed 5 pages). Thereafter, Magistrate Judge Clark will either conduct an informal oral argument, enter an appropriate briefing schedule, or order the parties to meet and confer to prepare joint submissions.</p> <p><b>Motions to Amend:</b> Must be accompanied by a red-lined proposed amended complaint as an exhibit outlining the proposed amendments.</p> <p><b>Communications with the Court:</b> Magistrate Judge Clark will accept submissions of less than 20 pages by fax (973-645-3020). Direct communication with law clerks is permitted as to procedural matters only.</p> <p><b>Courtesy Copies:</b> No courtesy copies necessary.</p> <p><b>Copies of Papers:</b> Confidential settlement memoranda, joint discovery plans, discovery disputes with information subject to discovery confidentiality orders, and informal adjournment requests shall sent via fax or email at <a href="mailto:jbc_orders@njd.uscourts.gov">jbc_orders@njd.uscourts.gov</a>. All other papers, all other discovery disputes, and proposed orders (submitted with cover letters), shall be electronically filed.</p> <p><b>Probation Report:</b> Magistrate Judge Clark does not permit the defendant or counsel to review the Probation Department’s recommendations as to a sentence.</p>
Dickson, Hon. Joseph A.	<p><b>Proposed Orders:</b> E-filed or faxed directly to chambers (973-645-4549).</p> <p><b>One Courtesy Copy:</b> Of all motion papers referred to this court, mailed directly to chambers.</p> <p><b>Consent Orders:</b> Faxed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be done by consent order e-filed or faxed directly to chambers. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><b>Extensions of Time:</b> If consented, may be done by consent order. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><b>Joint Discovery Plan:</b> Electronically filed.</p>

Donio, Hon. Ann Marie	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296).</p> <p><b>Extensions of Time:</b> If consented to, may be done by consent order.</p>
Falk, Hon. Mark	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).</p>
Goodman, Hon. Lois H.	<p><b>Proposed Orders</b> should be sent by email to chambers at <a href="mailto:lhg_orders@njd.uscourts.gov">lhg_orders@njd.uscourts.gov</a>, preferably in WORD format.</p> <p><b>Courtesy Copies should NOT be mailed to Chambers unless specifically requested by the Court.</b></p> <p><b>Consent Orders</b> should be emailed directly to chambers at the address above.</p> <p><b>Pro Hac Vice</b> if consented may be emailed to chambers as a consent order to the address above with the appropriate certifications under <u>Local Civil Rule 101.1(c)</u>. If not consented, follow regular motion procedure.</p> <p><b>Confidential Settlement Statements</b> should be emailed directly to chambers at the address above.</p> <p><b>Extensions of Time</b> should be requested in writing and emailed to chambers at the address above. The party seeking an extension should attempt to gain the consent of his or her adversary before submitting said request. The correspondence should set forth the basis for the extension request, whether the request is being made with consent, and the length of extension being sought. Any request should include a proposed order for the Court's consideration.</p> <p><b>Adjournment Requests</b> should be made in writing and emailed to chambers at the address above. The party seeking an adjournment should attempt to gain the consent of his or her adversary before submitting said request. The correspondence should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent and the length of adjournment being sought.</p> <p><b>Motions to Seal</b> must be filed electronically in accordance with <u>Local Civil Rule 5.3(c)</u>. A hardcopy of any document sought be sealed should also be mailed to chambers with the proposed redactions highlighted to facilitate the Court's review.</p>
Hammer, Hon. Michael A.	<p><b>One Courtesy Copy:</b> One courtesy copy of motion papers and briefs sent by regular mail to chambers.</p> <p><b>Pro Hac Vice:</b> Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.</p> <p><b>Proposed Orders:</b> Electronically filed.</p> <p><b>Letters:</b> Electronically filed.</p> <p><b>Joint Discovery Plan:</b> Electronically filed.</p> <p><b>Confidential Memorandums:</b> Faxed directly to chambers (973-776-7861)</p> <p>Please Note: Parties must contact chambers for approval before faxing any documents.</p>
Mannion, Hon. Steven C.	<p><b>One Courtesy Copy:</b> Of all non-dispositive motions mailed directly to chambers.</p> <p><b>Proposed Orders:</b> Filed with ECF.</p> <p><b>Extensions of Time:</b> If consented, may be submitted via fax to 973-645-4412. If not consented, follow regular motion procedure.</p> <p><b>Pro Hac Vice:</b> If consented, may be submitted via ECF. If not consented, follow regular motion procedure.</p> <p><b>Fax:</b> Parties must contact chambers for approval before faxing any documents. There is a page limit of five (5) pages for all faxes unless otherwise approved by chambers.</p>

Schneider, Hon. Joel	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda and correspondence with an indication the original document was efiled. Faxes: Are accepted (856-757- 5355).</p> <p><b>Extensions of Time:</b> Unless a motion is required, extension of time requests must be presented in a letter with an indication whether all counsel consent.</p> <p><b>Pro Hac Vice:</b> Please follow regular motion procedure and state if all counsel consent. Extensions of Time: Unless a motion is required, all requests must be in writing with an indication whether all parties consent.</p>
Waldor, Hon. Cathy L.	<p><a href="#">Civil Case Management Order</a></p> <p><a href="#">Template Scheduling Order</a> - PDF</p> <p><a href="#">Template Scheduling Order</a> - MS Word</p>
Wettre, Hon. Leda Dunn	<p><b>Correspondence and written submissions not containing confidential information:</b> Shall be electronically filed via CM/ECF. Documents shall not be submitted by facsimile unless otherwise directed.</p> <p><b>Confidential settlement letters and discovery dispute letters containing information subject to a Discovery Confidentiality Order:</b> May be submitted by email to LDW_orders@njd.uscourts.gov.</p> <p><b>Formal motions, other than motions filed in lieu of an Answer under Federal Rule of Civil Procedure 12:</b> Shall not be filed without prior leave from this Court. Full compliance with Local Civil Rules 16.1 and 37.1 will be expected.</p> <p><b>Courtesy copies:</b> Two copies of motion papers on motions referred to this Court; one copy of any other submission exceeding 50 pages. Courtesy copies should be sent by regular mail to chambers.</p> <p><b>Applications to amend or supplement pleadings:</b> Counsel shall circulate any desired amendment and shall seek written consent of all parties, as per Federal Rule of Civil Procedure 15(a)(2), before pursuing amendment by motion. Any request for leave of the Court to file a motion to amend must contain a redlined version of the proposed amended pleading as an exhibit. If a party seeks to file a motion to amend after the deadline set by a Scheduling Order, that party must show good cause why the amendment could not have been sought earlier.</p> <p><b>Pro hac vice:</b> If consented, e-file a letter indicating consent and enclosing a proposed form of Order and supporting Certifications complying with Local Civil Rule 101.1(c).</p>
Williams, Hon. Karen M.	<p><b>Communications with the Court.</b> While communications with Chambers staff are permitted, counsel are reminded that the Courtroom Deputy and Law Clerks do not have the authority to grant continuances, and that legal advice will not be given.</p> <p><b>Telephone Status Conferences. Until further notice, all counsel shall dial 1-888-684-8852, Access Code: 1488577# to connect to the call.</b></p> <p><b>Initial Scheduling Conferences. <i>In light of the CARES Act, and the directives of the Chief Judge of this District, all Initial Scheduling Conferences will be conducted by telephone until further notice. Counsel shall dial 1-888-684-8852, Access Code: 1488577# to connect to the call. Joint Discovery Plans must be submitted by fax or email to chambers at least five (5) business days prior to the conference. See also L. Civ. R. 26.1(b)(2).</i></b></p> <p><b>Letters Requesting Extensions of Time and Adjournment Requests</b> shall be made in writing by letter only, shall be filed electronically, and must indicate whether all parties consent. Requests for extensions, adjournments or other modifications to the Scheduling Order shall not be submitted by motion or made telephonically.</p> <p><b>Letters Containing Confidential Information</b> may be submitted by email or fax, with the heading “CONTAINS CONFIDENTIAL INFORMATION” in bold typeface.</p> <p><b>Standing Orders for Settlement Conferences:</b> Unless specifically instructed otherwise by the Court, clients with full settlement authority are required to appear in person at the conference. If a settlement memorandum is to be submitted, it must be emailed or faxed to Chambers (njdnef_Williams@njd.uscourts.gov) at least two (2) business days before the scheduled settlement conference and should not exceed three (3) pages in length. Parties should be prepared to offer supporting exhibits during the conference; however, no exhibits will be accepted as attachments to the settlement memorandum.</p> <p><b>Pro Hac Vice Motions</b> in accordance with Local Civil Rule 101.1(c) must be filed electronically. A courtesy copy shall be mailed to Chambers and must indicate whether all counsel consent. If not filed on consent, follow regular motion practice.</p> <p><b>Motions to Seal</b> in accordance with Local Civil Rule 5.3(c) must be filed electronically. A courtesy copy of any document sought to be sealed should also be mailed to chambers with the proposed redactions highlighted to facilitate the Court’s review.</p>

	<p><b>One courtesy copy</b> of motion papers, briefs, and letter memoranda shall be mailed to Chambers, with an indication that the original document has been filed electronically.</p>
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